

PART 3 - CONTRACT REPORTING

1. DOES THE REQUEST FOR PAYMENT INCLUDE PAYMENT TO A CONTRACTOR?

YES ____

NO ____

IF YES, GO TO NUMBER 2.

2. HAS THE GRANTEE COMPLETED **EXHIBIT 3-H** (*ECONOMIC OPPORTUNITIES FOR LOW- AND VERY LOW-INCOME PERSONS IN CONNECTION WITH ASSISTED PROJECT*) **AND EXHIBIT 3-I** (*CONTRACT REPORTING FORM*) FROM THE ADMINISTRATIVE MANUAL?

YES ____

NO ____

THESE FORMS MUST BE INCLUDED FOR APPROVAL OF THE REQUEST FOR PAYMENT.

PART 4 - LOCAL CERTIFICATION

TYPED NAME AND TITLE	DATE ____/____/____	SIGNATURE
TYPED NAME AND TITLE	DATE ____/____/____	COUNTERSIGNATURE

PART 5 - MDOC CERTIFICATION

EXPENDITURES ARE REASONABLE AND APPROPRIATE	DATE ____/____/____	APPROVED BY HOME PROGRAM OFFICER
FINANCIAL NUMBERS, SIGNATURES CORRECT	DATE ____/____/____	APPROVED BY HOME PROGRAM MANAGER/BUREAU CHIEF
CONSISTENT WITH PREVIOUS DRAW	DATE ____/____/____	
OTHER COMMENTS:		DRAWDOWN ENTERED INTO IDIS / VOUCHER #
		APPROVED BY MDOC ACCOUNTING